

CHAPTER 220  
LICENSURE OF PODIATRISTS

**645—220.1(149) Definitions.** For purposes of these rules, the following definitions shall apply:

“*Board*” means the board of podiatry examiners.

“*Lapsed license*” means a license that a person has failed to renew as required, or the license of a person who failed to meet stated obligations for renewal within a stated time.

“*Licensee*” means any person licensed to practice as a podiatrist in the state of Iowa.

“*License expiration date*” means June 30 of even-numbered years.

“*Mandatory training*” means training on identifying and reporting child abuse or dependent adult abuse required of podiatrists who are mandatory reporters. The full requirements on mandatory reporting of child abuse and the training requirements are found in Iowa Code section 232.69. The full requirements on mandatory reporting of dependent adult abuse and the training requirements are found in Iowa Code section 235B.16.

“*NBPME*” means National Board of Podiatric Medical Examiners.

“*Reciprocal license*” means the issuance of an Iowa license to practice podiatry to an applicant who is currently licensed in another state that has a mutual agreement with the Iowa board of podiatry examiners to license persons who have the same or similar qualifications to those required in Iowa.

**645—220.2(149) Requirements for licensure.** The following criteria shall apply to licensure:

**220.2(1)** An applicant shall complete a board-approved application packet. Application forms may be obtained from the board’s Web site (<http://www.idph.state.ia.us/licensure>) or directly from the board office. All applications shall be sent to the Board of Podiatry Examiners, Professional Licensure Division, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**220.2(2)** An applicant shall complete the application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board.

**220.2(3)** Each application shall be accompanied by the appropriate fees payable by check or money order to the Board of Podiatry Examiners. The fees are nonrefundable.

**220.2(4)** No application will be considered complete until official copies of academic transcripts sent directly to the board of podiatry examiners from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association are received by the board.

**220.2(5)** An applicant shall submit an official copy (8” × 11”) of the diploma from a college of podiatric medicine approved by the CPME.

**220.2(6)** The candidate shall take the Part III PMLexis written examination required by the board pursuant to these rules.

**220.2(7)** Licensees who were issued their licenses within six months prior to the renewal date shall not be required to renew their licenses until the renewal date two years later.

**220.2(8)** Incomplete applications that have been on file in the board office for more than two years shall be considered invalid and shall be destroyed.

**220.2(9)** Applications shall be complete before the licensee sits for the examination.

**220.2(10)** An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant’s credentials and the discretion of the board.

**220.2(11)** An applicant who graduated from a podiatric college on or after January 1, 1995, shall present documentation of successful completion of a minimum of one-year residency approved by the American Podiatric Medical Association’s Council on Podiatric Medical Education.

**220.2(12)** Passing score reports for Part I and Part II of the NBPME examination shall be sent directly from the examination service to the board of podiatric examiners.

**645—220.3(149) Written examinations.** The following criteria shall apply to the written examination:

**220.3(1)** Registration materials for the examination shall be sent to the applicant after the application packet, transcript sent directly from the school to the board of podiatry examiners, licensure fee and score report are received by the board.

**220.3(2)** The licensee shall submit the appropriate examination fee, if taking the NBPME Part III Examination (PMLexis) in Iowa, directly to the National Board of Podiatric Medical Examiners.

**220.3(3)** A senior student expecting to graduate from an accredited podiatric college at the end of the spring term may be admitted to the state examination held in June upon a presentation of a certificate from the dean of the college stating that the applicant has completed all the college requirements and will be granted a diploma at commencement. The examination papers will not be rated until the diploma has been received and verified by the board of podiatry examiners.

**220.3(4)** A passing score as recommended by the administrators of the NBPME Part III Examination (PMLexis) will be required.

**220.3(5)** The board of podiatry examiners shall mail examination results to the candidates.

**645—220.4(149) Educational qualifications.**

**220.4(1)** A new applicant for licensure to practice as a podiatrist shall present an official transcript verifying graduation from a college of podiatric medicine approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.4(2)** Foreign-trained podiatrists shall:

a. Provide an equivalency evaluation of their educational credentials by one of the following: International Educational Research Foundations, Inc., Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231-3665, telephone (310)258-9451, Web site [www.ierf.org](http://www.ierf.org), or E-mail at [info@ierf.org](mailto:info@ierf.org); or International Credentialing Associates, Inc., 7245 Bryan Dairy Road, Bryan Dairy Business Park II, Largo, FL 33777, telephone (727)549-8555. The professional curriculum must be equivalent to that stated in these rules. The candidate shall bear the expense of the curriculum evaluation.

b. Provide a notarized copy of the certificate or diploma awarded to the applicant from a podiatry program in the country in which the applicant was educated.

c. Receive a final determination from the board regarding the application for licensure.

**645—220.5(149) Title designations.** A podiatrist may use the prefix "Doctor" but shall add after the person's name the word "Podiatrist" or "DPM."

**645—220.6(147,149) Temporary license.**

**220.6(1)** A temporary license may be issued for one year and, at the discretion of the board, may be annually renewed not to exceed two additional years.

**220.6(2)** Each applicant shall:

a. Submit a completed application form according to the instructions contained in the application. If the application is not completed according to the instructions, the application will not be reviewed by the board;

b. Submit the appropriate fees payable by check or money order to the Board of Podiatry Examiners. The fees are nonrefundable;

c. Have official copies of academic transcripts sent directly to the board of podiatry examiners from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association;

*d.* Submit an official copy of the diploma from a college of podiatric medicine approved by the CPME;

*e.* Request that passing score reports of the NBPME examination, Part I and Part II, be sent directly to the board of podiatry examiners from the National Board of Podiatric Medical Examiners;

*f.* Furnish an affidavit by a licensed podiatrist, institution director, or dean of an approved podiatric college from this state, setting forth the facts supporting the need for issuance of said license, of which the following reasons shall qualify:

(1) Acceptance in a residency program approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association;

(2) Aiding a licensed podiatrist, in the state of Iowa, because of the licensee's disability; or

(3) Participating as a faculty member of a podiatric college in Iowa.

*g.* Request verification of licensure be sent directly to the board of podiatry examiners from every state where the applicant was licensed.

**220.6(3)** An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant's credentials and the discretion of the board.

**220.6(4)** An applicant who graduated from a podiatric college on or after January 1, 1995, must present documentation of successful completion of, at a minimum, a one-year residency approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.6(5)** The ultimate decision to issue a temporary license resides with the board, and a temporary license shall be surrendered if reason for issuance ceases to exist.

**645—220.7(149) Licensure by endorsement.** An applicant who has been a licensed podiatrist under the laws of another jurisdiction shall file an application for licensure by endorsement with the board office.

**220.7(1)** The board may receive by endorsement any applicant from the District of Columbia, another state, territory, province or foreign country who:

1. Submits to the board a completed application;

2. Pays the licensure fee;

3. Shows evidence of licensure requirements that are similar to those required in Iowa;

4. Provides to the board official copies of academic transcripts verifying graduation from a college of podiatric medicine approved by the Council on Podiatric Medical Education (CPME) of the American Podiatric Medical Association;

5. Submits an official copy of the diploma from a college of podiatric medicine approved by the CPME; and

6. Provides verification of license(s) from every state in which the licensee has practiced, sent directly from those states to the board office.

**220.7(2)** An applicant who graduated from a podiatric college in 1961 or earlier, is currently licensed in another state and has practiced for the 24 months immediately prior to application may be exempted from passing Part I and Part II of the NBPME examination based on the applicant's credentials and the discretion of the board.

**220.7(3)** An applicant who graduated from a podiatric college on or after January 1, 1995, must present documentation of successful completion of, at a minimum, a one-year residency approved by the American Podiatric Medical Association's Council on Podiatric Medical Education.

**220.7(4)** An applicant who passed the Part III NBPME Examination (PMLexis) more than three years prior to the date of application in Iowa must submit verification of proof of podiatry practice for one of the last three years.

**645—220.8(147) Licensure by reciprocal agreement.** The board may enter into a reciprocal agreement with the District of Columbia, any state, territory, province or foreign country with equal or similar requirements for licensure in podiatry.

**645—220.9(147) License renewal.**

**220.9(1)** The biennial license renewal period for a license to practice podiatry shall begin on July 1 of even-numbered years and end on June 30 of the next even-numbered year. All licensees shall renew on a biennial basis.

**220.9(2)** A renewal of license application and continuing education report form to practice podiatry shall be mailed to the licensee at least 60 days prior to the expiration of the license. Failure to receive the renewal application shall not relieve the license holder of the obligation to pay the biennial renewal fee on or before the renewal date.

*a.* The licensee shall submit the completed application and continuing education report form with the renewal fee to the board office before the license expiration date.

*b.* An individual who was issued an initial license within six months of the license renewal date will not be required to renew the license until the next renewal two years later.

*c.* Those persons licensed for the first time shall not be required to complete continuing education as a prerequisite for the first renewal of their licenses. Continuing education hours acquired anytime from the initial licensing until the second license renewal may be used. The new licensee will be required to complete a minimum of 40 hours of continuing education per biennium for each subsequent license renewal.

*d.* Persons licensed to practice podiatry shall keep their renewal licenses displayed in a conspicuous public place at the primary site of practice.

**220.9(3) Mandatory reporting of child abuse and dependent adult abuse.**

*a.* A licensee who regularly examines, attends, counsels or treats children in Iowa shall indicate on the renewal application completion of two hours of training in child abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph “e.”

*b.* A licensee who regularly examines, attends, counsels or treats dependent adults in Iowa shall indicate on the renewal application completion of two hours of training in dependent adult abuse identification and reporting in the previous five years or condition(s) for waiver of this requirement as identified in paragraph “e.”

*c.* A licensee who regularly examines, attends, counsels or treats both dependent adults and children in Iowa shall indicate on the renewal application completion of training in abuse identification and reporting in dependent adults and children or condition(s) for waiver of this requirement as identified in paragraph “e.”

Training may be completed through separate courses as identified in paragraphs “a” and “b” or in one combined two-hour course that includes curricula for identifying and reporting child abuse and dependent adult abuse.

*d.* The licensee shall maintain written documentation for five years after mandatory training as identified in paragraphs “a” to “c,” including program date(s), content, duration, and proof of participation.

*e.* The requirement for mandatory training for identifying and reporting child and dependent adult abuse shall be suspended if the board determines that suspension is in the public interest or that a person at the time of license renewal:

(1) Is engaged in active duty in the military service of this state or the United States.

(2) Holds a current waiver by the board based on evidence of significant hardship in complying with training requirements, including waiver of continuing education requirements or extension of time in which to fulfill requirements due to a physical or mental disability or illness as identified in 645—Chapter 222.

*f.* The board may select licensees for audit of compliance with the requirements in paragraphs “a” to “e.”

**220.9(4)** Late renewal. If the renewal fee(s), continuing education report and renewal application are received within 30 days after the license expiration date, the late fee for failure to renew before expiration shall be charged.

**220.9(5)** When all requirements for license renewal are met, the licensee shall be sent a license renewal card by regular mail.

#### **645—220.10(272C) Exemptions for inactive practitioners.**

**220.10(1)** A licensee who is not engaged in practice in the state of Iowa may be granted a waiver of compliance and obtain a certificate of exemption upon written application to the board. The application shall contain a statement that the applicant will not engage in practice in the state of Iowa without first complying with all regulations governing reinstatement after exemption. The application for a certificate of exemption shall be submitted upon the form provided by the board. A licensee must hold a current license in good standing in order to apply for exempt, inactive status and must apply prior to the license expiration date.

**220.10(2)** Reinstatement of exempted, inactive practitioners. An inactive practitioner who has requested and been granted a waiver of compliance with the renewal requirements and who has obtained a certificate of exemption shall, prior to engaging in the practice of the profession in Iowa, satisfy the requirements for reinstatement as outlined in 645—222.9(272C).

**220.10(3)** A licensee shall renew at the next scheduled renewal time. A licensee whose license was reinstated within six months prior to the renewal date shall not be required to renew the license until the renewal date two years later.

**220.10(4)** A new licensee who is on inactive status during the initial license renewal time period and reinstates before the first license expiration date will not be required to complete continuing education for that first license renewal time period only. Forty hours of continuing education will be required for every renewal thereafter.

**220.10(5)** Verification of license(s) is required from every state in which the licensee has practiced since the Iowa license became inactive.



**645—220.11(272C) Lapsed licenses.**

**220.11(1)** If the renewal fee(s) and continuing education report are received more than 30 days after the license expiration date, the license shall be considered lapsed. An application for reinstatement must be filed with the board accompanied by the reinstatement fee, the renewal fee(s) for each biennium the license is lapsed and the late fee for failure to renew before expiration. The licensee may be subject to an audit of the licensee's continuing education report.

**220.11(2)** Licensees who have not fulfilled the requirements for license renewal or for an exemption in the required time frame will have a lapsed license and shall not engage in the practice of podiatry. Practicing without a license may be cause for disciplinary action.

**220.11(3)** In order to reinstate a lapsed license, a licensee shall comply with all requirements for reinstatement of a lapsed license as outlined in 645—222.5(272C).

**220.11(4)** After the reinstatement of a lapsed license, the licensee shall renew at the next scheduled renewal cycle and complete the continuing education required for the biennium.

**220.11(5)** Verification of license(s) is required from every state in which the licensee has practiced since the Iowa license lapsed.

**220.11(6)** Reinstatement of a lapsed license. The following chart illustrates the requirements for reinstatement based on the length of time a license has lapsed.

An applicant shall satisfy the following requirements:	30 days after expiration date up to 1 renewal	2 renewals	3 renewals	4 renewals	5 or more renewals
Submit written application for reinstatement	Required	Required	Required	Required	Required
Pay the renewal fee(s)	\$140	\$280	\$420	\$560	\$700
Pay the late fee	\$50	\$50	\$50	\$50	\$50
Pay the reinstatement fee	\$50	\$50	\$50	\$50	\$50
Submit verification(s) from every state in which the licensee has practiced since the license lapsed	Required	Required	Required	Required	Required
Furnish evidence of satisfactory completion of continuing education requirements during the period since the license lapsed  OR Submit verification of current full-time practice in another state or the District of Columbia and completion of continuing education for each biennium the license has lapsed that is substantially equivalent to that required in these rules	40 hours  40 hours	80 hours  80 hours	120 hours  120 hours	160 hours  160 hours	200 hours  200 hours
OR/AND Successfully complete any or all parts of the national examination as deemed necessary by the board within one year prior to submission of application	OR Successful completion of examination	OR Successful completion of examination	OR Successful completion of examination	OR Successful completion of examination	AND Successful completion of examination required
Total fees and continuing education hours required for reinstatement:	\$240 and 40 hours	\$380 and 80 hours	\$520 and 120 hours	\$660 and 160 hours	\$800 and 200 hours and completion of examination



**645—220.12(17A,147,272C) License denial.**

**220.12(1)** An applicant who has been denied licensure by the board may appeal the denial and request a hearing on the issues related to the licensure denial by serving a notice of appeal and request for hearing upon the board not more than 30 days following the date of mailing of the notification of licensure denial to the applicant. The request for hearing as outlined in this rule shall specifically describe the facts to be contested and determined at the hearing.

**220.12(2)** If an applicant who has been denied licensure by the board appeals the licensure denial and requests a hearing pursuant to this rule, the hearing and subsequent procedures shall be held pursuant to the process outlined in Iowa Code chapters 17A and 272C.

These rules are intended to implement Iowa Code chapters 17A, 147, 149, and 272C.

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